

ENC. - 74-4904/B  
DDA-74-4576

23 November 74

Honorable Robert E. Hampton  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that all appointments and promotions will be made on a merit basis, and without consideration of the individual's race, creed, sex, or political persuasion. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals, and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974, which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission, and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed, or sex.

Sincerely,

*W. E. Colby*

W. E. Colby  
Director

SUBJECT: Letter to Mr. Robert E. Hampton, Chairman, Civil Service  
Commission from the Director -- Appointments and  
Promotions in the Career Service

ORIGINATOR:

---

John F. Blake  
Deputy Director  
for  
Administration

---

(Date)

Distribution:

Original - Adse  
1 - Signing Official  
1 - DCI  
1 - DDCI  
1 - ER  
1 - DD/A  
1 - Director of Personnel  
1 - Inspector General